

From: [R6HarveyFSC](#)
To: [R6HarveyInfo](#)
Subject: FW: DRAFT PPL+ Charging Email
Date: Tuesday, September 12, 2017 7:27:53 AM

From: Bonnell, Corey
Sent: Tuesday, September 12, 2017 7:27:51 AM (UTC-06:00) Central Time (US & Canada)
To: R6HarveyFSC
Cc: Spelman, John; Nicholls, Jacob; Ruhl, Lisa
Subject: RE: DRAFT PPL+ Charging Email

One edit. Otherwise, looks great.

“You have been identified as an employee who has worked on the Hurricane Harvey response. Your labor needs to be allocated accordingly in People Plus. Please find your specific FAN in the attached spreadsheet and charge your time according to the instructions below.”

Thanks,
Corey

From: R6HarveyFSC
Sent: Monday, September 11, 2017 5:29 PM
To: Bonnell, Corey <bonnell.corey@epa.gov>
Cc: Spelman, John <Spelman.John@epa.gov>; Nicholls, Jacob <NICHOLLS.JACOB@EPA.GOV>; Ruhl, Lisa <Ruhl.Lisa@epa.gov>
Subject: DRAFT PPL+ Charging Email

Hi Corey, see the draft below and let us know if you have any edits

Hello,

You have been identified as an employee who has worked on the Hurricane Harvey response and needing to allocate your time accordingly in PPL+ Please find your specific FAN in the attached spreadsheet and charge your time according to the instructions below.

Your favorites have already been established for you in PPL+. Please load those favorites when charging your time.

If you have any questions or need further assistance please let us know.

Overtime & Holiday Premium Hours Worked on Response

Deployed and mobilized personnel working on Hurricane Harvey will charge **ALL** overtime hours (regular & irregular) and holiday premium hours (employees NOT on standby duty) to the following PPL+ Account Code:

16/17 BR 06LOX13 303DC6 H001

The first 8 hours of work on a holiday are charged to holiday premium pay, and any additional hours are recorded as overtime in PPL+. For example, if you worked 12 hours on Labor Day you would charge 8 hours holiday premium, and 4 hours overtime.

Employees with a 100% Trust Fund FAN (Superfund, Oil, LUST)

Deployed and mobilized personnel working on Hurricane Harvey who have a 100% Trust fund FAN will charge **ALL** Regular & Overtime hours to the Mission Assignment under the following PPL+ Account Code:

16/17 BR 06LOX13 303DC6 H001

Employees with a 100% Non-Superfund FAN (EPM Money and S&T)

Deployed and mobilized personnel working on Hurricane Harvey must charge their all their regular hours according to their specific FAN breakdown with the “HVY” code added to their home organization. For example:

A Water employee with a 100% EPM FAN would charge their **REGULAR** time in PPL+ as follows for a complete 80 PP worked on the Harvey Response. If their FAN was:

17/18 B 06K 501E44 25%

17/18 B 06K 201B53 75%

Their PPL+ would be:

17/18 B 06KOHVY 501E44 H001 20.00 hours (25%)

17/18 B 06KOHVY 201B54 H001 60.00 hours (75%)

Employees with a Split FAN – Partial Trust-fund and Partial EPM or S&T

Deployed and mobilized personnel working on Hurricane Harvey who have a split FAN must charge the **Trust fund** portion of their regular to the Mission Assignment directly and charge their **non-Trust fund** portion of their FAN to the “HVY” org code by their specific FAN percentage and PRC.

For example, this is the FAN of a Water division employee 60/40 EPM/Superfund split. If their FAN was:

17 T 06K 303DD2 40%

17/18 B 06K 202BD4 60%

Their PPL+ for a normal 80 pay period would be as follows:

16/17 BR 06LOX13 303DC6 H001 32.00 hours (40%)

17/18 B 06K0HVY 202BD4 H001 48.00 hours (60%)